



DEPARTMENT OF THE ARMY
HEADQUARTERS BRIGADE
UNITED STATES ARMY NORTH ATLANTIC TREATY ORGANIZATION
UNIT 21420
APO AE 09705-1420

REPLY TO
ATTENTION OF

ACDP-POD

27 Oct 06

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: US Army NATO Brigade (USANATO) Policy Letter #19, Personnel Pre-Deployment and Reintegration Processing

1. As the operation tempo of US Army NATO (USANATO) continues to increase it is vital that we are assured our deploying Soldiers are properly prepared for their deployment, receive rear echelon support during their deployment, and are properly reintegrated into the unit and community upon return from their deployment location. These three tasks will be accomplished by ensuring Soldiers identified to deploy follow the guidelines outlined by AR 600-8-101, AE 600-8-109, HQ, USANATO Redeployment/Reintegration SOP, and local policy.
2. IAW AR 600-8-101, para 4-1d, commands will certify that mobilized Soldiers complete DA Form 7425 NLT 30 days prior to deploying. Completing this task will guarantee the command that the Soldier has taken all necessary steps to put their personal and military affairs in order prior to departure from their home station. The DA Form 7425 will be completed by the Soldier and signed by the Battalion Commander. A copy of this form will be maintained with the unit and a copy will be forwarded with the Soldier for in-processing purposes at their deployment location.
3. During the Soldier's departure from their home station the chain of command will verify that contact is made and maintained with the family members to include the families of Soldiers on unaccompanied tours. The chain of command will keep families abreast of the Soldier's status and make certain they have the full support of the chain of command while their family member is deployed.
4. Prior to departing the theater of deployment, the deployed Soldier will begin their reintegration process by completing the necessary portions of the USAREUR Reintegration Checklist, AE 600-8-109A. All Soldiers returning from deployment will spend 7 days in half duty day status to ensure the reintegration process is completed prior to departing on leave IAW USANATO Brigade Redeployment/Reintegration Standard Operating Procedure. During this reintegration process, the post-deployment portion of their reintegration checklist will be completed and filed in the Soldier's personnel file.
5. At a minimum, the above listed steps will be followed to guarantee that we successfully deploy and redeploy our USANATO Soldiers. The USANATO Brigade footprint has Soldiers located in a variety of locations. When necessary, commands are charged to take any

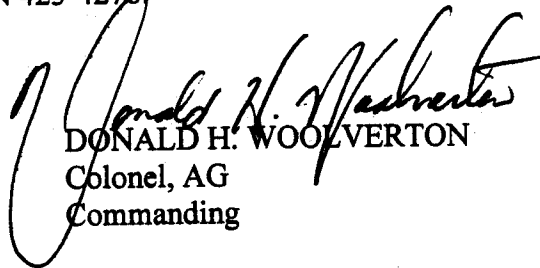
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steps necessary, to include sending Soldiers TDY, to make certain that individuals receive the mandatory counseling and visits to physicians and chaplains prior to and upon return from deployments.

6. Successful deployment and reintegration of our Soldiers is vital to the success of our units. It is the intent of this command to ensure that our deploying Soldiers are prepared for their mission and recognized for their accomplishments upon their return. We will achieve these tasks by confirming that our Soldiers are well trained by completing the USANATO Brigade IDT Course and ensuring that pre-deployment and reintegration processing are accomplished in a timely manner.

7. POC for this action is Chief, POD at DSN 423-4276



DONALD H. WOOLVERTON
Colonel, AG
Commanding

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